

**DEPARTMENT OF THE ARMY  
HEADQUARTERS, 101ST AIRBORNE DIVISION (AIR ASSAULT) AND FORT CAMPBELL  
Fort Campbell, Kentucky 42223-5627  
9 December 2004**

Safety  
**PRIVATELY OWNED VEHICLE (POV) ACCIDENT  
PREVENTION PROGRAM**

---

**Contents** *(listed by page number)*

Purpose, *page 1*  
Applicability, *page 1*  
References, *page 1*  
General, *page 1*  
Responsibilities, *page 1*

**Appendixes:**

**A.** Safe Vehicle Operations, *page 2*  
**B.** Save Our Soldiers Task Force and Program, *page 3*  
**C.** POV Inspections, *page 5*  
**D.** Pass/Leave Guidelines, *page 5*  
**E.** Fatal Accident After-Action Reviews (AAR), *page 6*

**1. PURPOSE.** This regulation establishes policies, responsibilities, and procedures to implement the Fort Campbell POV accident prevention program and identifies resources available to assist leaders in their POV accident prevention efforts. The purpose is to reduce the risk of death and injury to military and civilian personnel and family members operating POVs.

**2. APPLICABILITY.** This regulation applies to--

- a. All military personnel at any time, on or off the Fort Campbell installation.
- b. All DoD civilian personnel in a duty status, on or off the installation.
- c. All persons in or on a DoD-owned motor vehicle.
- d. All persons at any time on the Fort Campbell installation.

**3. REFERENCES.**

- a. Publications.

- (1) DODI 6055.4, DOD Traffic Safety Program.
- (2) AR 385-10, The Army Safety Program.
- (3) AR 385-40, Accident Reporting and Records.
- (4) AR 385-55, Prevention of Motor Vehicle Accidents.
- (5) DA Pam 385-40, Army Accident Investigation and Reporting.

(6) CAM Reg 190-5, Fort Campbell Motor Vehicle Traffic Regulation.

(7) CAM Reg 385-2, Investigations of Serious Accidents.

(8) CG Policy Letter #18, Safety Counseling.

(9) CG Policy Letter #21, Fort Campbell "Safety Stand Down" Days.

(10) CG Policy Letter #23, Use of Mobile Personal Electronic Devices on Fort Campbell Military Installation.

(11) 101st Airborne Division (Air Assault) and Fort Campbell Commanders' Guide - POV Accident Prevention Program.

b. Forms (available on the Fort Campbell Intranet/Knowledge Management System).

(1) FC Form 2005, POV Inspection/Vehicle Owner Information.

(2) FC Form 4143, Individual "Next Accident" Risk Assessment.

(3) FC Form 4144, Pre-Pass and Leave Interview/Briefing.

(4) FC Form 4255, Motorcycle/Rider Inspection Checklist.

(5) FC Form 4258, Extended Weekend Safety Checklist.

**4. GENERAL.** POV accidents produce the greatest number of fatalities in the Army and Fort Campbell each year.

a. Analysis of past accident experiences identifies the leading causes of POV-related fatalities as alcohol (impaired driving), failure to wear safety belts, speed and aggressive driving, and fatigue. In general, single male soldiers, ages 18-25, are most at risk for POV accidents. They fail to recognize the hazards of driving their POVs, underestimate their personal risk, and overestimate their personal ability to handle those risks.

b. There is a high correlation of identifiable high-risk behaviors which, when measured, can identify individuals most likely to be the next accident victim. This POV accident prevention program pro-

vides proactive intervention strategies based on this analysis to save lives and prevent injury from POV-related accidents.

**5. RESPONSIBILITIES.**

a. **The Command Safety Director** has primary staff responsibility for establishing and administering the provisions of this regulation.

b. **Unit commanders, directors, and activity chiefs** (applies to both military and civilian personnel) will--

(1) Ensure the provisions of this regulation are implemented within their command/activity and are explained to all personnel.

(2) Review guidance on safe operations for POVs, motorcycles, mopeds, and privately owned ATVs. Ensure all personnel permanently registering a motorcycle or moped on Fort Campbell present a motorcycle license or a driver's license with a motorcycle endorsement, and their Motorcycle Safety Course Certification Card. Fort Campbell offers a Basic Riders Course (BRC) and an Experienced Riders Course (ERC) at no cost for soldiers and civilians who work on Fort Campbell. Successful completion of either course satisfies the regulatory requirement. For more information on the courses and guidance on temporary motorcycle registration, see paragraph 4 of appendix A.

(3) IAW CG Policy Letter #21, schedule a quarterly "Safety Stand Down" day. A primary focus of safety training will be POV accident prevention and full implementation of the SOS Program.

(4) Support the Save Our Soldiers Task Force and Program IAW appendix B.

(5) Establish a POV inspection program as outlined in appendix C.

*(The following applies only to military personnel.)*

(6) Ensure all newly assigned soldiers, under age 26, attend a unit-sponsored driver orientation training within 10 days of assignment to the unit, or within 10 days of returning to Garri-

**\*This regulation supersedes CAM Regulation 385-7, 14 June 2001.**

son if soldier's first assignment is field training. Unit commanders will also validate state driver's license within the same time period. The Commanders' Guide - POV Accident Prevention Program provides minimum training requirements for the unit-sponsored driver orientation course. All other soldiers will receive a condensed briefing on local driving hazards, main causes of accidents, and POV inspection and safety counseling requirements.

(7) Establish a unit POV accident prevention program implementing the guidance found in AR 385-55, the Commanders' Guide - POV Accident Prevention Program, and this regulation.

(8) Implement a written pass/leave program using the pass/leave guidelines provided in appendix D.

(9) Ensure an After-Action Review (AAR) for any fatal accident involving a Fort Campbell soldier is provided in accordance with appendix E.

c. **Vehicle operators** are responsible for knowing, understanding, and complying with the provisions of this regulation, obeying the rules of the road, and operating a vehicle safely in consideration of other motorists, motorcycle/moped riders, bicycle riders, and pedestrians.

## Appendix A SAFE VEHICLE OPERATIONS

**1. APPLICABILITY.** The following policies are punitive in nature. These policies are applicable to all personnel operating vehicles on the Fort Campbell installation, including military, DA civilian, contractor personnel, family members, and visitors. Violations of these policies will subject all military personnel to disciplinary action under the Uniform Code of Military Justice. Civilians, contractors, family members, and visitors who fail to comply with these policies are subject to administrative action and removal from, and/or prohibiting vehicles and/or persons from reentry to Fort Campbell.

**2. GENERAL.** Vehicle operators will comply with all requirements in applicable references, specifically--

a. Licensing and registration requirements. Motorcycle operators will have in their possession their Motorcycle Safety Course Completion Card when operating a motorcycle.

b. Maintaining vehicles to safety standards to ensure they are in a safe operating condition.

c. Not driving while intoxicated or over the legal limit for drugs or alcohol.

d. Never allowing passengers to travel in the back of privately owned trucks or sport utility vehicles or non-tactical military vehicles unless they wear a manufacturer-installed safety belt.

e. Comply with CG Policy Letter #23 as it pertains to the use of mobile personal electronic devices on Fort Campbell.

f. Not wearing headphones or earphones while driving motor vehicles (2 or more wheels).

g. Obeying all traffic laws.

### 3. AUTOMOBILE RESTRAINT SYSTEMS.

a. Operators and passengers in motor vehicles will wear safety belts. This does not apply to passengers riding in buses not equipped with safety belts.

b. Soldiers on or off post will wear safety belts regardless of duty status. Federal employees will wear safety belts on official business in addition to wearing them on post.

c. Child safety restraints will be used on post. See CAM Regulation 190-5 for specific guidance.

d. The vehicle operator or senior occupant is responsible for ensuring all passengers wear safety belts.

### 4. MOTORCYCLE/MOPED SAFETY.

a. **Requirements. The following are the most restrictive requirements considering Kentucky, Tennessee, U.S. Army, Department of Defense and Fort Campbell laws and regulations. Except where expressly stated, the following applies to both motorcycles and mopeds:**

(1) Temporary permit. Vehicle registration will provide only temporary registration to motorcycle operators not in possession of proof of completion of an approved motorcycle safety course. Temporary registration may be for a period not to exceed 30 days as required for operator to attend a Fort Campbell (or a local) Motorcycle Safety Course (see paragraph 4b below).

(2) Required rider and passenger equipment. Department of Transportation (DOT) approved protective helmets only (novelty helmets are not authorized); shatter resistant eye protection (clear goggles or face shield attached to the helmet) as windshield and/or eyeglasses are insufficient protection and do not meet this standard; full-fingered gloves; long trousers; long sleeved shirt or jacket; enclosed sturdy foot wear (boots or leather high top shoes recommended) that cover the

ankles; and wear a reflective vest or reflective belt (on the outside of all outer garments). The reflective belt will be worn over the shoulder, diagonally across the chest. A reflective vest or belt will be worn at all times.

(3) Required motorcycle/moped equipment. Two rearview mirrors, front and rear brakes, horn, muffler, electric turn signals, license plate and registration, seat and foot rests for each rider, and serviceable tires with adequate tread.

(4) Driver's license.

(a) Motorcycles. Motorcycle license or motorcycle endorsement added to regular operator's license.

(b) Mopeds. Valid state driver's license.

(5) Other motorcycle/moped requirements.

(a) Headlights will be on at all times while operating on the roads.

(b) Riding between lanes is prohibited.

(c) Tinted eye protection will not be worn during the hours of darkness.

(d) Operators must attend an approved Motorcycle Riders Safety Course (per AR 385-55) and have in their possession the safety card issued for completing the course both when permanently registering and operating a motorcycle/moped.

(6) Other riders. A motorcycle/moped owner will not lend his/her motorcycle/moped to any person for operation without first determining that the individual is properly licensed, possesses proof of approved motorcycle safety training, is insured, and is wearing the appropriate clothing when riding. Passengers must also wear the appropriate protective equipment.

#### b. Motorcycle Safety Course.

(1) Description.

(a) The Fort Campbell Command Safety Office sponsors Army-approved Motorcycle Safety Basic and Experienced Riders Courses which meets the requirements of AR 385-55. Successful completion of either course satisfies the regulatory requirement. Courses and instructor are certified by the Motorcycle Safety Foundation.

(b) The Basic Riders Course (BRC) is a 2 day course and the Experienced Riders Course (ERC) is a one day course. The courses consist of classroom instruction as well as range (hands-on) instruction.

(c) Location is at the paved range just south of Gate 3, at 16<sup>th</sup> Street and Florida Avenue.

(2) Target attendees. Motorcycle safety training is mandatory for all soldiers operating motorcycles on or off post, on or off duty, regardless of whether the motorcycle is registered on post. All DoD civilians/contractors who work on Fort Campbell and who desire to register their motorcycle/moped may attend one of the motorcycle safety courses. Active duty military personnel will have attendance priority.

(3) Scheduling.

(a) Courses are normally offered each week (BRC normally on Mondays-Tuesdays, and ERC on Wednesdays), depending upon demand. Hours are from 0730-1600 each day.

(b) Personnel desiring to register for a course should call the Montgomery County Rider Education Program Senior Instructor, Mr. Bill Gleason, tel. (931) 801-9565. The Command Safety Office, tel. (270) 956-2621 or 798-6789 can also answer general questions regarding the courses.

(4) Requirements. Attendees must wear approved protective equipment as outlined in paragraph 4a(2) above, provide a motorcycle/moped that meets equipment requirements listed in paragraph 4a(3) above, and possess proof of insurance. For the ERC only, a valid motorcycle license or motorcycle endorsed state driver's license is required. Completion of the BRC will gain the student an "M" endorsement on their state driver's license without further testing.

(5) Military motorcycle operators. Commanders may schedule military motorcycle operators to attend this course for on-the-road motorcycle operations. Tactical, off-the-road operation and certification of military motorcycle operators will remain the unit's responsibility.

## 5. PRIVATELY OWNED ALL-TERRAIN VEHICLES (ATVs).

a. Definition. A motorized vehicle with 3 or 4 wheels, low pressure tires, a wheelbase of 50 inches or less, an overall weight of 600 pounds or less, has a handlebar for steering, and a seat designed to be straddled.

b. Standards. Although the safety standards are listed in DODI 6055.4, currently, privately owned ATVs are not authorized for use on Fort Campbell IAW CAM Regulation 190-5.

## Appendix B

## SAVE OUR SOLDIERS TASK FORCE AND PROGRAM

**1. PURPOSE.** The purpose of the Save Our Soldiers (SOS) Task Force (TF) and Program is to act as the central coordinating body to provide initiatives and intervention strategies for the prevention of death and injury to soldiers resulting from POV accidents.

### 2. BACKGROUND.

FY93 State of Affairs	Impact	Desired State of Affairs
Fort Campbell had one of the highest military POV fatality rates in Forces Command.	Impact to Fort Campbell was devastating. Surviving family and friends suffered. Unit morale, mission, and esprit were detrimentally affected.	Installation becomes benchmark in lowering military POV fatalities. Esprit and morale will be at an all-time high. Lowered accident costs will benefit Fort Campbell, the U.S. Army, and society as a whole.

The SOS TF was established at the beginning of FY93 and, through its efforts, Fort Campbell has successfully continued to lower military POV fatality rates and POV accident with injury rates.

**3. OBJECTIVE.** The objectives of the SOS TF and Program are--

a. To provide personnel with training and guidance to reduce their risk of death or injury from POV accidents.

b. To ensure leaders are aware of the causes, contributing factors, and indicators of potential POV accidents, and the resources and programs available to prevent these accidents.

c. To provide initiatives, programs, and services to support commanders' POV accident prevention efforts.

d. To develop strategies for early intervention to change the behavior of speeders and aggressive drivers, soldiers who do not wear safety belts, drug or alcohol abusers, and soldiers who drive while fatigued, and to combat other rising accident trends.

**4. COMPOSITION.** The Command Safety Director is the proponent of the SOS TF and chairs the meetings. The TF will meet as needed, based on

noted trends. The following individuals serve as members:

• Command Safety Director *Garrison Safety Specialist
• CABC, Installation Alcohol and Drug Control Officer *Risk Reduction Program Spec
• Public Affairs Officer *Deputy Public Affairs Officer
• Provost Marshal *Deputy Provost Marshal
• MEDDAC, Director of Health Services *Health Promotion or Community Health Nurse
• Garrison Command Sergeant Major
• Staff Judge Advocate *Deputy Staff Judge Advocate
• Division Surgeon • *Division Surgeon SGM
• Installation Chaplain • *Deputy Installation Chaplain
• 1SG, NCO Academy
• A representative from the Better Opportunities for Single Soldiers (BOSS) Program

\* Designated primary alternates

**5. RESPONSIBILITIES.** Each member was selected because part of his or her mission involves some aspect of POV accident and injury prevention. An annual campaign strategy was developed to coordinate and focus efforts on the four safe driving behaviors needing improvement among our soldiers. This strategy is explained in detail in paragraph 6 below.

a. **TF members** will--

(1) Provide assistance and subject matter expertise to other SOS TF members in their respective quarterly campaign strategies.

(2) Ensure each member and/or their primary designated alternates attend SOS TF meetings.

b. **The Command Safety Director** will--

(1) Provide staff supervision for the SOS TF, chair the SOS TF meetings, and serve as POC and liaison with the Command Group, higher headquarters, other federal agencies/activities, and off-post activities as appropriate.

(2) Determine resource needs and provide sufficient funds within the Command Safety Office budget to cover cost of promotional items.

(3) Provide proponentcy (3d Qtr of each FY) for the special emphasis category of **requiring safety belt use** along with Eagle Safety Week as part

of the annual quarterly campaign strategy.

(4) Provide SOS TF members insights and strategies to require safety belt use and direct their efforts in supporting the Command Safety Office quarterly campaign strategy.

(5) Fulfill requirements of the Fatal Accident AAR (appendix E).

(6) Provide a semiannual briefing to the Chief of Staff of the attendance, achievements, progress, initiatives, and strategies of the TF.

(7) Periodically revise the POV Accident Prevention Program briefing and the Commanders' Guide - POV Accident Prevention Program.

(8) Present training at each Commanders/1SG Course and at each Unit Safety Officers/NCO Course.

(9) Provide SOS TF members notification of meetings and agendas prior to each scheduled meeting.

(10) Maintain a historical file of SOS TF activities.

(11) Arrange for design and purchase of promotional items.

(12) Ensure gate signs with safety messages are rotated periodically and holiday safety messages are displayed in a timely manner.

(13) Update the yellow blinking light sign at Screaming Eagle Boulevard and Bastogne Avenue to indicate number of military POV fatalities for the FY and number of days since the last fatality. Post a zero on the day the fatality occurs and turn the yellow light red. After 2400 on the day following the day of the fatality, post a "one." Maintain the red light blinking through day 3, then turn to yellow.

c. The **CABC Installation Alcohol and Drug Control Officer** will provide proponenty (1st Qtr of each FY) for the special emphasis category of preventing impaired driving as part of the annual quarterly campaign strategy.

(1) Serve as recorder of SOS TF meetings.

(2) Provide SOS TF insights and strategies to reduce the frequency of drunk and drugged driving and direct their efforts in supporting the CABC quarterly campaign strategy.

d. The **Public Affairs Officer** will assist members in developing multimedia public awareness campaigns to enhance their quarterly campaign

strategies to encourage safe driving behavior.

e. The **Provost Marshal** will--

(1) Provide proponenty (4th Qtr of each FY) for the special emphasis category of preventing speeding and aggressive driving as part of the annual quarterly campaign strategy.

(2) Provide SOS TF members insights and strategies to prevent speeding and aggressive driving, and direct their efforts in supporting the Provost Marshal quarterly campaign strategy.

(3) Serve as POC and liaison with federal agencies/activities, and off-post activities as appropriate.

(4) Serve as the proponent for CAM Regulation 190-5, and provide any revisions to the Command Safety Office.

(5) Enforce DOD Instructions, safety regulations, and Federal and state laws that govern operation of privately owned motor vehicles.

f. The **MEDDAC, Director of Health Services** will--

(1) Provide proponenty (2d Qtr of each FY) for the special emphasis category of combating fatigue as part of the annual quarterly campaign strategy.

(2) Provide SOS TF insights and strategies to combat fatigue and direct their efforts in supporting the MEDDAC quarterly campaign strategy.

(3) Provide health promotion activities, health risk assessments, and other strategies aimed at reducing the frequency and severity of injuries due to POV accidents and identifying the attitudes and behaviors that may lead to accidents.

g. The **Garrison Command Sergeant Major** will provide SOS TF insights and strategies from a senior NCOs perspective on how best to accomplish our mission by using the experience and talents of the installation's NCOs.

h. The **Staff Judge Advocate** will--

(1) Provide legal advice and assistance regarding all activities of the TF.

(2) Provide legal advice on updates of Kentucky and Tennessee State laws, Federal laws, and Army Regulations affecting traffic safety.

i. The **Division Surgeon** will provide SOS TF insight and assistance in all medical aspects of injury prevention and reduction of POV accidents.

j. The **Installation Chaplain** will provide SOS TF insight and assistance in all aspects regarding identifying signs of high stress and suicide tendencies in soldiers that may prevent injury and reduce POV accidents.

k. The **1SG, NCO Academy** will provide SOS TF insight and assistance in all aspects of training and lessons learned from soldiers attending NCOA courses that may prevent injury and reduce of POV accidents.

l. The **BOSS Program TF member** will provide SOS TF members insights and strategies from the perspective of the single soldier, on how best to accomplish our mission by reaching the soldiers most likely to be the next accident victims.

m. **Major Unit and Separate Battalion Commanders** will--

(1) Ensure company commanders (Co Cdr) and first sergeants (1SGs) attend the Co Cdr/1SG Course and receive the POV Accident Prevention Program briefing. Lesson plan and copies of slides are provided in the Commanders' Guide - POV Accident Prevention Program.

(2) Ensure 1SGs train platoon sergeants and squad leaders on the implementation of the SOS Program.

(3) Ensure platoon and squad leaders provide POV safety briefings, and perform Individual "Next Accident" Risk Assessment (FC Form 4143) for each soldier. The assessment should be updated every time the status of a soldier changes (i.e., speeding ticket, marital status, etc.). Supervisors should refer high-risk personnel to the 1SG or company commander for evaluation for retention or extra counseling with the appropriate agency (Chain of Command Counseling, Financial Counseling, Community Counseling Services, Chaplain, Mental Health Services, Unit Remedial Driver Training, etc.).

(4) Review driving records and Individual "Next Accident" Risk Assessments on a periodic basis and refer high-risk personnel to command counseling or disciplinary action as appropriate.

(5) Ensure Co Cdr/1SG and first line supervisors are performing the safety counseling requirements listed in CG Policy Letter #18, Safety Counseling.

## **6. ANNUAL SOS SAFETY CAMPAIGN STRATEGY.**

a. The annual strategy of the SOS TF focuses on--

(1) One of the four high risk behaviors (soldiers not wearing safety

belts, drug or alcohol abuse, soldiers driving while fatigued, and speeding/aggressive driving) each quarter. Members of the TF will share responsibility for actions supporting these campaigns, while a specific TF member (activity) will serve as the proponent for each quarter (as noted above).

(2) A multi-media publicity effort targeted at high risk soldiers to include local newspaper articles, TV public service announcements, high visibility signs, and other educational and promotional items.

(3) Strategies provided commanders to involve chain of command in reaching high-risk soldiers with Individual "Next Accident" Risk Assessments, safety meetings, safety awards, etc.

(4) The POV Accident Prevention Program briefing presented at the Co Cdr/1SG Course and at the Unit Safety Officers/NCO Course.

b. The TF will apply quality improvements by reviewing initiatives and strategies on a quarterly basis and modifying as needed to address trends or needed shifts in program emphasis.

**7. RESOURCES.** Refer to the Commanders' Guide - POV Accident Prevention Program, the Command Safety Office web site on the Intranet/Knowledge Management System, and/or the Command Safety Office library for a comprehensive listing of training and media resources.

## Appendix C POV INSPECTIONS

1. Neither Kentucky nor Tennessee require vehicle inspections. There is no centralized POV inspection program at Fort Campbell. POV inspections at unit level should be conducted with three goals in mind. One is to provide soldiers a caring command climate that stresses the importance of understanding the risks of POV travel including unsafe vehicles. The second goal is to identify vehicles that are unsafe, to both the operator and others who share the roads, and assist these soldiers in bringing their vehicles up to standard. The third goal is to send a message to our soldiers that we expect their vehicles to be insured and in safe operating condition because we care for their personal safety.

2. Inspections will be conducted prior to four-day weekends, individual leave periods, and maximum or block leave periods, and any time a second or replacement vehicle is acquired, but at least bi-annually. Inspections may be scheduled more frequently based on commanders' requirements. An excellent time for vehicle inspections is two paydays in ad-

vance of the above mentioned leave periods so that soldiers have ample opportunity and funds to make necessary repairs. First line leaders will conduct follow-up actions to ensure soldiers have corrected problems.

3. Inspections will be documented using FC Form 2005, POV Inspection/Vehicle Owner Information. For military personnel, staff sergeant and below, the form will be prepared in duplicate (one copy maintained in the vehicle at all times and the second maintained in the unit orderly room). Multiple inspection dates and signatures may be listed on the back of the form.

4. Inspection of vehicles owned by military personnel, staff sergeants and below, must be conducted and documented by a member of the unit, normally platoon sergeant and above. Military personnel, platoon sergeants and above, DOD civilians, and contractors may inspect their own vehicles, sign FC Form 2005, and keep the form in their vehicle.

5. FC Form 4255, Motorcycle/Rider Inspection Checklist accomplishes the same inspection requirements for motorcycles/mopeds as the POV Inspection.

## Appendix D PASS/LEAVE GUIDELINES

1. Fatigue is a leading causal factor in fatal POV accidents. Over 70 percent of fatal POV accidents occur over the weekend, many over extended weekends or DONSA's (Day of No Scheduled Activity). A significant number of soldiers make the high risk decision to start long driving trips late in the evening at the beginning of a three- or four-day weekend or to complete long driving trips during the early morning hours at the end of a three-day or four-day weekend.

2. Establishing and executing an effective leave and pass program should ensure soldiers avoid driving in a sleepy condition at the beginning or end of such a trip.

3. Commanders can provide direct influence through information, motivation, and guidance given to POV operators before they leave Army control for pass or leave. As such, commanders should review their leave/pass programs and incorporate the following guidance:

a. Commanders and first-line supervisors will conduct safety counseling, safety briefings, vehicle safety and records checks as stated in CG Policy Letter #18, Safety Counseling. Frequency of counseling, who will conduct counseling, and counseling subjects are contained in the policy letter. Make individual contracts with soldiers. These brief-

ings, at a minimum, should address how soldiers must lower their driving risks by wearing safety belts, never driving under the influence of alcohol or drugs, obeying traffic laws (especially speed limits), and avoiding driving while fatigued. Include countermeasures for any forecasted inclement weather and address appropriate seasonal and recreational safety topics.

b. All brigade and separate battalion commanders will provide a completed copy of FC Form 4258, Extended Weekend Safety Checklist to the Division Staff Duty NCO by 1500 on the Thursday prior to each DONSA or long/extended weekend.

c. Generally, soldiers should plan their trips not to exceed 10 hours of driving or between 500-600 miles each day. Drivers should take 15 minute breaks every 2-3 hours or every 120-180 miles. Consider limiting the distance further based on other hazards such as weather and traffic conditions, unsafe driving record, and departure time that might cause the soldier to drive after 2400.

d. Grant a pass/leave or extend a pass/leave, when appropriate, to preclude the need for a soldier to drive long distances in a hurry, particularly if their attitude may be so affected by urgent personal business that it may affect how safely they drive.

e. In exercising command discretion to grant a regular pass up to 72 hours or a special pass up to 96 hours under provision of AR 600-8-10, consider a start time and end time for the pass to ensure the soldier is not driving after 2400 to complete a long trip. For example, if a pass is granted over an extended weekend on which Monday is a holiday or DONSA and the next duty formation is 0630 on Tuesday, consider specifying that the pass ends at 2400 on Monday or sooner.

f. When critical and demanding training events occur immediately before or after an extended weekend, consider specifying start and end times for pass/leave which provide time for adequate rest before departure and adequate rest before resuming duties. When possible, do not schedule such events immediately before or directly following an extended weekend. The intent is to avoid situations where soldiers begin driving while already fatigued or where soldiers drive while sleepy to return just in time for resuming their duties.

4. FC Form 4144, Pre-Pass and Leave Interview/Briefing is available to assist commanders in implementing the pass/leave program. It provides a format to document a leader's safety brief to soldiers planning to take leave, pass, or

any trip requiring an overnight stay a predetermined distance from Fort Campbell. That distance may be set by commanders, but an example might be outside a 150-mile radius. Its use is voluntary, but this helpful tool should facilitate leaders' counseling guidance and provide a record of commanders' efforts to take care of soldiers.

5. To the maximum extent possible, commanders/leaders will require soldiers to conduct an automated risk assessment prior to departing by POV on leave, pass, TDY, or PCS to assist in mitigating risk. The Army Risk Management Information System-1 (ASMIS-1) POV Risk Assessment Tool can be found on the U.S. Army Safety Center web site.

6. Vehicle operators should--

a. Drive whenever possible during daylight and hours of least congestion.

b. Obtain six to eight hours continuous sleep the night prior to long drives.

c. Avoid, whenever possible, driving during the hours of 2400 to 0600, especially on weekends, which are the hours of the highest risk potential for fatigue and DUI-related POV accidents.

d. When going on pass or leave, plan rest breaks, share driving, or use public transportation and/or other countermeasures that will ensure a safe trip.

## Appendix E FATAL ACCIDENT AFTER-ACTION REVIEWS (AARs)

**1. PURPOSE.** The purpose of this appendix is to provide guidance to ensure Fatality AARs are conducted in a timely manner, in proper format, and that they examine the events leading to accidents, identify the causes, and determine any policies, procedures, programs, etc. that must be addressed and possibly revised or rescinded to prevent recurrence.

**2. GENERAL.** There are few accidents that proper training, performance to standard, and use of the risk management process will not prevent. Even though most fatal accidents are in the POV category, this appendix applies to all fatal off-duty accidents regardless of category.

**3. APPLICATION.** The following requirements are established for all 101st Airborne Division (Air Assault) and Fort Campbell units [less 160<sup>th</sup> Special Operations Aviation Regiment and 5<sup>th</sup> Spe-

cial Forces Group (Airborne)] experiencing an off-duty fatal accident.

### 4. ATTENDEES.

a. Command/staff attendees include--

(1) The Commanding General who will chair the AAR, or in his absence, the ADC(O) or (S).

(2) The ADC(O) or ADC(S), as appropriate, based on unit involved.

(3) The Chief of Staff or Garrison Commander, as appropriate.

(4) The Division or Garrison Command Sergeant Major, as appropriate.

b. Unit attendees include the entire chain of command from first-line supervisor to the major unit commander.

c. Other staff attendees include--

(1) Command Safety Director.

(2) Division Surgeon.

(3) Others, such as the MEDDAC, Director of Health Services designee; PMO; SJA; PAO; etc., as deemed appropriate by the Chain of Command and the Command Safety Director.

### 5. RESPONSIBILITIES.

a. **The Command Safety Director** will provide guidance, expertise, and assistance in the accident investigation IAW AR 385-40, DA Pamphlet 385-40, and CAM Regulation 385-2.

b. **Major unit commanders** will--

(1) Schedule AAR with the Commanding General's secretary within 7 days of notification of the accident. Time window for the AAR should be as close to the date of occurrence as possible.

(2) Notify all of the attendees of schedule and coordinate to ensure their attendance.

(3) Be the primary briefer and ensure all attendees have copies of briefing charts.

c. **The entire chain of command**, from first-line supervisor to the major unit commander, will attend and be available to brief and answer questions.

d. **The MEDDAC, Director of Health Services** will--

(1) Work with the Staff Judge Advocate (SJA) and make every effort to obtain a blood alcohol content (BAC) of military driver(s) and/or victims involved.

(2) Ensure that an autopsy is conducted to determine the cause and manner of death and report the findings to the Command Safety Office as soon as possible in cases within post jurisdiction. Obtain cause and manner of death from responsible officials when jurisdiction resides off post.

(3) Work with the unit to obtain medical records of at-fault individuals and/or victims to determine such things as legal or illegal drug use or other pertinent health conditions that could have contributed to the accident.

(4) Assist unit in evaluating efficiency and effectiveness of the emergency medical response team.

e. **The Provost Marshal** will--

(1) Provide the unit assistance in determining past traffic offenses of military driver(s) involved.

(2) Respond to and investigate all traffic accidents that occur on the installation and provide unit and Command Safety Office with copy of accident report of all accidents involving fatal or serious injuries as soon after completion as possible.

(3) Obtain as quickly as possible a copy of the accident report from civilian authorities for fatal traffic accidents occurring off post and provide copies to unit and Command Safety Office.

**6. POLICY.** Unit AARs will, as a minimum, include personal data on victim or at-fault individual, pre-accident phase (chronological sequence of events occurring within 24 hours prior to the accident), synopsis of the accident, causative and contributing factors, MP or police report, map of accident site and travel route, and an assessment of the unit's accident prevention program, and after-accident initiatives. Figures 1 through 13 provide briefing chart format for AARs.

**7. IMPACT.** Each AAR reveals insights and a deeper understanding of motivations and causative factors of accidents. Lessons learned from each accident will help prevent recurrences. AARs afford the opportunity to identify systemic problems, develop appropriate countermeasures, and achieve the ultimate goal of the AAR - **Saving Soldiers' Lives.**

<h1>Unit Name</h1>	<div>Any Class A or B On or off-duty accident regardless of cause.</div>
<h1>Fatal Accident</h1>	<div>←</div>
<h1>After-Action Review</h1>	
<h1>for</h1>	<div>The names(s) of victim(s) and/or at-fault soldier(s), whether deceased or not, should be recorded here.</div>
<h1>Names(s)</h1>	<div>←</div>
<p>Date of AAR _____</p>	
<hr/> <p align="center"><b>101<sup>st</sup> Airborne Division (Air Assault)</b></p>	
<p align="center"><small>Figure 1</small></p>	

<h2><u>Attendees</u></h2> <ul style="list-style-type: none"> <li>■ Commanding General</li> <li>■ ADC(O) or ADC(O): As Appropriate</li> <li>■ Chief of Staff or Garrison Commander: As Appropriate</li> <li>■ Division or Garrison CSM: As Appropriate</li> <li>■ Chain of Command (Immediate Supervisor thru Bde Cdr)</li> <li>■ Division Surgeon</li> <li>■ Command Safety Representative</li> <li>■ G1 Representative: As Appropriate</li> <li>■ CABC, ASAP Representative: As Appropriate</li> <li>■ MEDDAC, Director of Health Services Designee: As Appropriate</li> <li>■ PMO: As Appropriate</li> <li>■ SJA: As Appropriate</li> <li>■ PAO: As Appropriate</li> <li>■ Chaplain: As Appropriate</li> </ul>
<hr/> <p align="center"><b>101<sup>st</sup> Airborne Division (Air Assault)</b></p>
<p align="center"><small>Figure 2</small></p>

## Briefing Agenda

- Biography/Personal Data
- 24-Hour Sequence of Events
- Map of Route (If Applicable)
- Diagram of Accident Scene
- Accident Synopsis
- Causative/Contributing Factors
- Assessment of Unit's Safety Program
- Unit After-Accident Initiatives
- Pending Unit Actions

*101<sup>st</sup> Airborne Division (Air Assault)*

*Figure 3*

## Biography/Personal Data

### Name(s)

- Sex:
- Age:
- Rank:
- MOS:
- Length in Unit:

- Special Training Assignments
- Background/Training in Activity Performed at Time of Accident (i.e., Driver's Training)
- Performance Indicators (Counseling Statements, Bad Checks, CTT Scores, ADAPC files, Health Risk Assessment, "Next Accident" Risk Assessment, etc.)
- Most Recent/Next Scheduled FTX, Deployment (Dates)
- Recent Changes in Assignment (i.e., Move Within/Between Units)

*101<sup>st</sup> Airborne Division (Air Assault)*

*Figure 4*



24-Hour Sequence of Events  
From 24 Hrs Prior to Time of Accident (N)

- N-24 Hours:
- N-xx Hours:
- N-xx Hours:
- N-xx Hours:
- N-xx Minutes:
- N Hour:

List Significant Occurrences in Life of At-Fault Individual in Last 24 Hours Leading up to Minutes/Seconds Before Accident.

---

***101<sup>st</sup> Airborne Division (Air Assault)***

Figure 5

Map of Route  
(If Applicable)

---

***101<sup>st</sup> Airborne Division (Air Assault)***

Figure 6

## Diagram of Accident Scene

*101<sup>st</sup> Airborne Division (Air Assault)*

*Figure 7*

## Accident Synopsis

- Date: DD/MM/YY                      Time: 0000 Hours
- Location (See Previous 2 Slides)
- Environmental Conditions/Factors (Block 38, DA Form 285-AB-R)
- Other Official Civilian Agencies Accident Report if Available (Contact PMO or SJA for Assistance in Obtaining Report)
- Witness Statements
- Extent/Type of Injuries

*101<sup>st</sup> Airborne Division (Air Assault)*

*Figure 8*

## Accident Synopsis (Continued)

- Photos of Accident Scene, if Possible, and Photos of Vehicle(s)/Equipment Involved in Accident
- Actions of Victim/Others and Sequence of Events of Accident
- Emergency Response (Time to Respond, Who Responded, Where Victim was Taken, Time/Place of Death, etc.)
- Time and Sequence of Unit/Unit Commander/SDO/Safety Office Notification

---

***101<sup>st</sup> Airborne Division (Air Assault)***

Figure 9

## Causative/Contributing Factors

[per DA Form 285-AB-R (Blocks 25-37)]

- Physical Description of Equipment/Vehicle (Include Inspection Documentation, Vehicle/Equipment Service Records, etc., if Available)
- Use and Type of Safety Equipment (Seat Belt, Antilock Brakes, Helmet, Gloves, Goggles, etc.)
- Was Condition of Vehicle(s)/Equipment a Causative/Contributing Factor? (Provide Photos, Documentation of Failed Parts, etc.)
- Was Condition of Soldier a Factor? (BAC, Fatigue, etc.)
- Explain who Performed Incorrectly and how (Blocks 36a-c on DA Form 285-AB-R)
- List Reasons Activity was Performed Incorrectly (Block 37)

---

***101<sup>st</sup> Airborne Division (Air Assault)***

Figure 10

## Assessment of Unit's Safety Program

- Holiday/DONSA/Training Holiday Safety Briefs and Other Unit Safety Briefings
- Vehicle or Equipment Inspections
- Leave and Pass Policy
- Awards Program
- Unit Safety Awareness Profile (Trained Safety Officer/NCO, Posters, NCO Wallet Cards, Safety Days, Risk Management Training/Implementation, "Next Accident" Risk Assessments, etc.)
- Command Factors (Changes of Command/Command Climate)/Standards Issues

Provide documentation where possible

---

***101<sup>st</sup> Airborne Division (Air Assault)***

*Figure 11*

## Unit After-Accident Initiatives

- Explain how Unit Used Lessons Learned From This Accident to Brief Unit Personnel
- New Safety Programs or Countermeasures Initiated Since Accident
- Describe Actions Taken, Planned, or Recommended to Eliminate the Cause(s) of This Accident (From Unit Level to HQDA)

---

***101<sup>st</sup> Airborne Division (Air Assault)***

*Figure 12*

## Pending Unit Actions

- Any Pending Charges or Arrests
- Status of Autopsy/Lab Results
- PNOK/SNOK Notification
- Disposition of Remains
- Disposition of Property
- Letter of Sympathy/Condolence Status
- Posthumous Awards/Promotion Status
- Unit Memorial Ceremony
- Summary Court Martial Officer Name/Issues

---

***101<sup>st</sup> Airborne Division (Air Assault)***

*Figure 13*

AFZB-CS-S

FOR THE COMMANDER:

OFFICIAL:

JOSEPH ANDERSON  
COL, GS  
Chief of Staff



JERRY HAZLETT  
Chief, Administrative Services Division

DISTRIBUTION:  
Intranet